

10 Apr 1997

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY HEADQUARTERS NETWORK UNCLASSIFIED
REMOTE DIAL-IN POLICY (97-1)

Encl: (1) Unclassified Remote Dial-In Request Form

The Department of the Navy Information Network Program Office (DON INPO) is providing limited dial-in access to customers in an initial test phase that will run through 30 July 1997. During the test phase, DON INPO will modify existing hardware and software requirements as necessary to accommodate initial and projected users. The results will determine full scale operation and support for the follow-on period to begin August 1997.

This policy specifies rules and responsibilities for users who request and are granted remote dial-in access privileges to the unclassified Department of Navy Headquarters Network (DNHN). DNHN users requiring remote access capability to perform their jobs are requested to submit Enclosure (1) to DON INPO via their supervisors and respective DNHN requirements officers (Gary Wyckoff, Director AAUSN ADP, 695-8854, and Barney Thomson, N804J, 695-5038). The requirements officers will determine priorities for the installation of remote access software and future distribution of DON INPO laptops.

The following are the requirements for DNHN remote access during the initial phase. Requirements may be altered for the follow-on period based on initial installation results.

a. Access Supported. The same basic functions granted to DNHN users on site will be granted on a remote dial-in basis. However, due to the limited number of dial-in lines currently available, users are encouraged to limit usage and work off line when possible. Remote usage of DNHN resources is for official Government business only and is subject to monitoring.

b. Access Not Supported. Remote access to DNHN resources protected by the firewall via commercial Internet Service Providers (ISPs); e.g., America Online, Compuserve, Prodigy, and others, is not authorized or supported. Current risks associated with allowing ISP access to the network behind the firewall creates an unacceptable risk to the security posture of the DNHN.

c. System Requirements. The following configurations are required for DNHN remote access. It is the user's responsibility to assure that personal computers used for remote access meet these standards. DON INPO cannot provide any material or support for any necessary upgrades to meet these standards.

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i. PCs. The minimum machine requirements for PCs are a **486 50 MHz** processor with **16 MB** of memory running **Windows 95** or **Windows NT**, and possibly as much as **500 MB** of space available on the hard drive.

ii. Macs. The minimum machine requirements for Macs are a **68030** processor and **system 7.5** or newer, and possibly as much as **500 MB** of space available on the hard drive.

iii. Modems. **28.8 kb/s** modem (recommended speed). Slower modems will require significantly longer connection times and may also experience network time-outs.

d. Equipment Responsibilities.

i. DON INPO-Provided Laptop Computers. As funding allows, DON INPO may provide laptops for distribution to approved DNHN users in the future. Any laptop computers provided by DON INPO will be pre-loaded with the necessary software for remote access to the DNHN.

ii. Personal and Other Government Laptop Computers. DON INPO will load software on personal laptops and laptops provided by government sources other than DON INPO for authorized users who need remote access to the DNHN. Preference will be given to installations where DON INPO can wipe the laptop software and load the standard configuration rather than working around existing laptop software. Users should ensure that they back up all working files prior to the installation. The DNHN Customer Response Center has found that certain models perform better than others when dialing into the DNHN. Users should consult with their requirements officers prior to making purchases of laptops for dial-in to the DNHN.

iii. Equipment Damage. Users of personal equipment assume the risk of any resultant equipment damage whether as the result of virus or other destructive programs or from other causes. DON INPO is not responsible for damage to personal equipment, software, or any resulting or related damage or loss suffered by the user. DON INPO will only replace defective connectivity software, provided that software was originally provided to the user by DON INPO.

iv. Virus Protection. The standard DNHN anti-viral software will be loaded on DON INPO-provided laptops. The user assumes responsibility for using and maintaining updated anti-virus software on any non-DON INPO equipment used. Anti-virus software is available on the DNHN.

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e. Security. The following security requirements apply to all remote access users:

i. Government Use Only. Use of DNHN/DON INPO resources is limited to official Government business.

ii. Computer fraud. All suspected cases of computer fraud will be reviewed by either the Information System Security Officer (ISSO) or the Site Information System Security Officer (SISSO) (formerly the Automated Data Processing System Security Officer (ADPSSO)), who may refer any such case to the Naval Criminal Investigative Service for criminal investigation.

iii. Passwords. User passwords will be kept confidential, will not be disclosed to anyone, and will not be electronically saved or stored. The password/logon identification key will not be transferred to anyone else due to reassignment, transfer, or termination. In the event of a compromise of a password, whether suspected or confirmed, please report the compromise to the ISSO or the SISSO.

iv. Sensitive but Unclassified (SBU) Information. Please note that this policy applies only to unclassified data. For policies on accessing classified data, please see the DNHN ISSO. Users are reminded of their responsibility to ensure the security of any SBU (including privacy act) information which may reside on their remote user computer.

v. Unauthorized Access. Please do not circumvent security requirements to obtain unauthorized access.

vi. User Termination of Account. Please notify the ISSO or SISSO in writing when access to the DNHN is no longer required due to your reassignment, transfer or termination.

vii. Viruses. Please refer to the DNHN User Manual for a description of virus systems. If you experience any of these symptoms or detect or suspect that your DON INPO-provided laptop has been infected with a virus, notify the DNHN Customer Response Center. The user is responsible for applying anti-virus software to any data transferred to the DNHN.

viii. Unauthorized Software. Please do not install any software not purchased or licensed by the Department of the Navy on any DNHN server, workstation or laptop computer without obtaining prior written approval.

f. Customer Response Center Support. DON INPO Customer Response Center personnel are available to provide support to remote users via telephone at (703) 697-6464.
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g. Revocation of Remote Access Privileges. Remote access privileges granted to users may be revoked, suspended, or altered at any time and without notice.

R. L. CARTER
Assistant for Administration

Distribution:

SECNAV	NCCA
CNO	AAUSN (ALL DIV)
UNSEC	N1
VCNO	N2
CMC	N3/N5
GC	N4
ASN (I&E)	N6
ASN (FM&C)	N7
ASN (M&RA)	N8
ASN (RD&A)	N81
OMIT	N82
AUDGEN	N83
TQLO	N84
SADBU	N85
OPA	N86
OLA	N87
JAG	N88
NIPO	N89
BCNR	N09B
NCPB	N091
NCIS	N093
OCPM	N095
CHINFO	N096
NAVMEDIACEN	
DONINPO	
DACM	

ABM
S&S
NAVINGEN
NCA
NISM

REQUEST FORM FOR REMOTE ACCESS TO DNHN

Please provide the following information that DON INPO needs to process your request:

User Name: _____

(Rank/Grade, Contractor): _____

SSN (Last Four): _____ Phone: _____

Command/Organization and Location: _____

Code (if applicable): _____ Room: _____

Functional Sponsor (Contractors only) _____

Justification for requesting access (Need to know):

Means of Access: DON INPO Laptop _____ Non-DON INPO Laptop _____

I certify that the above information is correct, current, and accurate. I have read and understand the DNHN Unclassified Remote Dial-in Access Policy and will comply with this policy. I also understand and accept the risks involved in using any personal equipment. Further, I understand that any access privileges granted under this policy may be revoked at any time.

Laptop Serial Number

Requirements Officer Signature and Date

Laptop Type

Supervisor Signature and Date

DNHN Operations--Information
Management Security, Signature and Date

PRIVACY ACT STATEMENT

SECNAVINST 5239.3 and OPNAVINST 5239.1A authorize the collection of this information. This information will be used by system management personnel, the ISSO, SISOs, security personnel, criminal investigators, and/or Government attorneys to identify authorized users requesting access to DNHN resources. This information may also be used in any legal proceeding arising out of the use of DNHN resources. Provision of the requested information is voluntary. However, a failure to provide the requested information may result in a denial of requested access privileges.

This form is valid for one year from the date access is granted, it must be renewed annually thereafter. The original will be maintained in the ISSO office for five (5) years for record purposes.

Enclosure (1)